

STD. 262 (REV. 10/92)

CLAIMANT'S NAME		SSAN OR EMPLOYEE NUMBER	DEPARTMENT
Holly Mann			Governor's Office
POSITION	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
Chief of Staff		Office of the First Lady	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS	TELEPHONE NUMBER
		State Capitol	
		CITY	STATE
		Sacramento	CA
			ZIP
			95814

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION				BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY	
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE			
										MILES	AMOUNT			
14-Apr	10am	SMF-DCA			5.54	18.00		126.94	Air			0.00	15.00	165.48
15-Apr					9.45	18.00	6.00					0.00	13.69	47.14
16-Apr	11pm	DCA-SMF		5.25	10.00	18.00	6.00	126.95	Air	4.00		0.00		170.20
											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
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											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
											0.00		0.00	
SUBTOTALS			0.00	5.25	24.99	54.00	12.00	253.89	0.00	4.00	0	0.00	28.69	
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL												\$382.82		

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)
Traveled to Washington, DC to meet with the White House to discuss the First Lady's program, WE Connect, to be ingretrated on a federal level. Traveled with a Californian impacted by WE Connect, who met with President Obama to talk about her experience and joined him at his tax day press conference.

NORMAL WORK HOURS
PRIVATE VEHICLE LICENSE NUMBER
MILEAGE RATE CLAIMED 0.445
<b>AGENCY ACCOUNTING OFFICE USE ONLY</b>
PAID BY REVOLVING FUND CHECK NUMBER 240539

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

C	[REDACTED]	DATE	5-21-09	S	[REDACTED]	DATE	6-1-09
S	[REDACTED]					DATE	